G. R. S. IX-5]

Previous references.

~~191~~ 1914
(medl)

File No. 65-14

Serial Nos. 13, 14, 15
16, 17, 18, 19, 20, 21

Later references.

Return 7.11

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 13, 14, 15, 16, 17, 18, 19, 20, 21

Part B for Feb 19.

SUBJECT.

Medical stores, Bangalore

8(2)- G. 18688-9 - To the Senior Surgeon & Comptroller

Approves of the rules received fro the Senior Surgeon

W D 1250—GPB—30,000 - 28-1-19

KS
31.7.19

G.R.S. 11] 1914-5 7546

GENERAL AND REVENUE SECRETARIAT.

(Medical)

NOTES.

File No 65-14

FILE HEADING.

Medical Stores, Bangalore.

From

The Senior Surgeon

No. 9532 Dated 9.6.15 Received 11.6.15

Diary No. 7548	Enclos. 1	Spare Copies.	Serial No. 13

BRIEF ABSTRACT OF LETTER. N

With refce to this office letter no: 3472 med 26-14 dt 31.10.14 forwards for appl a set of draft rules to regulate the working of the Govt Medical Stores and states that the rules are based mostly on the existing practice and do not seem to require any explanation

NOTES AND ORDERS.

Submitted with a draft calling for a revised draft of the rules with refce to certain points brought to notice.

Order-61
18-6-15

19/6

7) Issue
Es 19.6

NOTES—First Sheet.

GPB—35,000—15-6-12

(2

G. R. S. 12]

General and Revenue Secretariat. | med File No. 65 of 1914-15

Serial No. 14

3) The Senior Surgeon. No. 10490 of 22-6-15.

With refce to Sl. 13. Request him to forward a statement showing which of the powers now exercised by the Senior Surgeon are proposed to be delegated to the Supdt. of the medical Stores and to state whether the Comptroller has agreed to arrange to depute an Accountant of his office every year to audit the accounts of the med. Stores, and to submit a revised draft of the rules indicating the reference or authority, if any on which the rule is based.

4)

15 Letter no: of 6 of 6.7.15 from the Same officer

States with refce to Sl: 14 that there has been practically no delegation of power to the Supdt of the Govt Med Stores and that the draft rules already submitted do not require any revision except perhaps rule 23 to be revised, if considered necessary, as suggested

5) The draft rules received from the Senior Surgeon are only a Compilation of orders issued by the Senior Surgeon or Govt from time to time to regulate the work at the Med Stores. In Sl: 13 the Senior Surgeon has stated that the rules are based on a Statement of the existing practice

NOTE—Contn. sheet.

GPB—25,000—30-4-15

Serial No.

mostly on the existing practice and in 88: 15 he has ~~repeated~~ intimated that there exist no orders or authority by which the practice has been determined in the past.

6) It is a question therefore whether it is necessary that the draft-rules should be approved by Govt or whether the Senior Surgeon who ~~has~~ to himself the office responsibility may not be left to frame such rules as he may deem necessary for the working of institutions under his control. The E. A. Branch may, if appd, be consulted on the point.

Addn-41
14.7.15

7) It is for Govt to scrutinise the ~~B~~ rules carefully, and have them printed as standing orders of the Department. Please print the Rules, if any, in force in Madras or Bombay.

14/7

8) Subd

According to a recent memo of instructions questions relating to rules regulating the work in public offices have to be dealt with in the E. A. Branch. This file may, if appd, be therefore transferred to that Branch for disposal.

Addn-39
2.11.15

Note—Contn. sheet.

7 enclosures which had been sent to Govt II on 14/7/15 were received back in Compt-Typist on 17.10.15

GPB—25,000—30-4-15.

7548 (4

G. R. S. 12]

General and Revenue Secretariat. | Med File No. 65 of 1914-5

Serial No.

9) May the file be transferred to you (E.A. Branch) for further action
Br VIII

10) Noted.

11) I think it is better to deal with it in Br IV above
11/11/15
Mem 10/11
Mem 12/11

Br IV Br & R 13/11

12) Noted.
As directed in paragraph 7 supra, the Sections of the Madras Medical Code containing similar or parallel provisions are noted in pencil in the margin of the draft-rules forming enclosure to Sl 13

13) The file may, in the first instance be forwarded U.O to the Comptroller for remarks, if any, with refee to the draft-rules in general and paragraphs 18 & 23 in particular. on receipt of the file back from the Comptroller ~~Sale Cheese~~ it may be referred to the E.A. Branch for remarks, if any, before the rules are finally approved.

Addn-39 MMS 24.11.15

Forwarded unofficially

prepared to be modified if necessary as suggested in para 3 of Sl. 15.

A draft to Senior Surgeon requesting him to forward copies of similar rules pe: Med Stores in Madras & Bombay to Sub'd for appl

Addn-39 MMS 24.11.15

I have seen & returned
25/11

NOTE—Contn. sheet

GPB—25,000—30-4-15.

(5-

59

G. R. S. 12]

General and Revenue Secretariat.

Med. File No. 65- of 1914-15-

Serial No. 16

14) To the Senior Surgeon.
Docket No. 3937 dated 24. 11. 15.
With reference to Sl. 13, requests him to forward publications containing similar or corresponding rules relating to the Medical Stores at Bombay & Madras obtaining there, if necessary, from the Surgeons-general of the respective Govts.

15) Re. Sl. 13 as directed.

No. No. 97 of 15-
D 30. 11. 15-

Order 39 DMD 29.11.15

16) Forwarded unofficially to the Accomptroller for favour of remarks about the draft rules in general & ab paragraphs 18 & 23 in particular.

By order
M. S. Ramachendra Rao
for Sec'y Genl Dept.

R 354
2. 12. 15

3074

PTO

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

(6

G. R. S. 12]

General and Revenue Secretariat. | Med File No. 65 of 1914-5

IV 18/12 Ba 18/12

Serial No. R.360 16.12.15

17) The rule seems to require to be amplified as indicated below

(1) Certain registers &c now in use in the Medical Stores are omitted in rule 18. These are necessary registers e.g.,

(a) Acquittance roll

Remittance register

Postage and stamp account

Service books of the establishment

office order book.

(b) Acknowledgments for articles despatched from stores

File of indents

File of tenders

Receipt book of articles returned by hospitals.

(c) Register showing the recovery of value of articles damaged or lost.

(2) In respect of local fund dispensaries Europe Medicines and instruments are supplied free of cost while the cost of country medicines supplied to them is recovered from them - vide rule 29. Likewise articles of bedding and clothing and of midwifery are supplied to local fund dispensaries on payment of actual cost. These articles are however purchased from Government funds in the first instance and bill of cost made out

NOTE--Contn. sheet.

GPB—20,000—30-6-15

(7

G. R. S. 12]

General and Revenue Secretariat. | Med File No. 65 of 1914-5

Serial No.

out after the supply is made. This should be brought out clearly in the draft rules.

(3) When again medicines &c are being sold to the outside public Government Officers and others - on credit and they are often issued free to the employees in the stores. No provision for these is made in the draft rules.

(4) The duties of the Superintendent require to be clearly defined in some of the rules e.g. rule 28.

(5) The permanent advance of Rs.200/ allowed for the Medical Stores is not mentioned in the rules.

(6) With these remarks certain alterations and addition are proposed in the draft rules. Such of them as require alteration &c have been retyped with the proposed alterations and attached.

J Chakravarti
Capt.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Draft rules as revised.

The alterations are indicated by being underlined

Rule 6. (a) The supply of country medicines and other articles of local purchase, shall also be regulated by annual contract, commencing from the month of January each year. Tenders shall be invited ~~in the month of Decem-~~ under the purchase rules sanctioned by Govt.
~~ber~~ and a notice to that effect shall be published with the necessary particulars in due time, in three successive issues of the Mysore Gazette.

The Senior Surgeon is fully competent to accept or reject any tender.

Rule 7 (3) —— Local Fund Dispensaries

8 (c) Group (3) shall consist of dispensaries. (including female dispensaries) maintained by contribution from ~~Distr~~District and Municipal Boards.

Note 1. Europe medicines and instruments are supplied to Local Fund dispensaries entirely at Government cost, while the cost of country medicines and other articles of local purchase is recovered from them on submission of bills. Vide rule 29.

2. The indents of the hospitals and dispensaries falling under this group, shall be forwarded to approved English or Indian firms, and supply arranged for.

Rule 12. As each indent is received it shall be checked and scrutinised by the Superintendent and submitted to the Senior Surgeon for sanction. Indents from Local Fund and minor institutions for articles required on payment may be passed by the Superintendent, under the general orders of the Senior Surgeon.

18. The following books shall be maintained in the Medical Stores.-

(9

(a) Stock-section.

(1) Stock books of receipt 3
(1 for Europe medicines
1 for Country medicines, and
1 for instruments and appliances)

(2) Stock books of issues 3
(similar to the above)

(3) Invoice books

(4) Contractor's indent and receipt books.

(5) Registers of unserviceable articles

(6) Register of repaired articles.

(7) Register of superfluous serviceable articles.

(8) Goods consignment and gate pass books.

(9) File of acknowledgments for articles despatched.

(10) File of indents

(11) File of tenders.

(12) Receipt book of articles returned by hospitals.

(b) Account-section.

(1) Cash book

(2) Contingent registers:
(a) Europe Medicines and Country Medicines &c. for all dispensaries other than Local Fund dispensaries.
(b) Country medicines &c of Local Fund dispensaries.

(3) Bill books
(a) Europe Medicines
(b) Country Medicine, and
(c) Local Fund charges.

(4) Counterfoil receipt book for money received.

(5) Stationery registers

(6) Invoice book for forms and register supplied from the Medical Stores.

(7) Bill book of articles supplied for value

(8) Register showing the recovery of value of articles damaged or lost

(9) Acquittance roll.

(10) Remittance register

(11) Postage and stamp account.

(12) Service books of the employees of stores.

(13) Office order book

Rule 20. The cash book shall be written up by the Superintendent in his own hand and he shall be responsible for accounting for all the transactions in the medical stores. A balance Statement will be prepared each month at its close, giving details for the sums remaining with the Superintendent and of the items of expenditure incurred but not yet recouped.

20 (a) For the purpose of meeting payments which cannot be put off till money is drawn on bills signed by the Senior Surgeon or for other petty purchases, a sum of Rs.200/- is allowed to the Superintendent, but he shall not make any payments out of it except under the general or special order of the Senior Surgeon.

23. Audit and inspection- In addition to the audit of vouchers in the Central Office of the Comptroller the accounts and registers maintained in the stores will be locally audited annually by the Comptroller in the L.A.D. and the audit note drawn up will, with Senior Surgeon's remarks, be submitted to Government for orders.

28. All claims from firms (Europe and Indian) in respect of articles supplied to the Medical Stores shall be passed by the Senior Surgeon. Before submitting such bills for Senior Surgeon's sanction, the Superintendent shall exercise such scrutiny as each may require and Certify that the articles for which claims have been preferred have all been properly received and brought to stock.

29. In respect of Country Medicines and articles of bedding and clothing &c required for Local fund Dispensaries which are obtained by the Medical Stores, out of Government funds placed at the credit of the Senior Surgeon

Surgeon, bills in duplicate will be made out by the Stores and sent duly countersigned by the Medical Officers in charge of the dispensaries concerned, to the Presidents of the District or Municipal Boards concerned, for payment by the issue of cheques in favor of the treasury officers for credit to the Medical Department in the Treasury Accounts.

Rule 38. No medicines or other articles shall be sold to the outside public other Government Officers and others except under the general or special orders of the Senior Surgeon and the cost of all articles, sold on credit under orders will be promptly recovered by the submission of bills. Amounts should in no case be allowed to outstanding for more than 3 months.

Rule 39. Medicines required for the treatment of officials employed in stores may be issued free of cost, but care should be taken to see that undue advantage is not taken of this concession, which will not apply to the families of such employees. A register should be maintained in the stores to show the names of employees to whom medicines are issued free of cost and the quantity issued to them. Vide Government Order No. 1846-7/Med. 108-10-2 dated 24th August 1910.

G. R. S. 12]

2/2/3d (12

General and Revenue Secretariat. | Med File No. 65 of 1914-5

Serial No.

18) Subd with a draft for appl or other orders
with refee to the A.O reply from the Comptroller
Adm-39 dtd 19/ Issue
31.12.15
Mar
5/1/16

17 20) To the Senior Surgeon.
Letter No. 5093 dated 12-1-16.
In continuation of Sl. 16, forwards copy of
Comptroller's note on the draft rules referred to
in Sl. 13 and requests him to forward revised
draft of the rules embodying therein the suggestions of the
Comptroller and adopting the changes proposed by
him in respect of some of the rules &c.

18 From
21 The Senior Surgeon. No. C/C753 dtd 14-3-18
- Forwards revised draft rules
for the working of the Ophthalmic & Skin Clinic
22 The rules have been revised with reference
to the suggestions made by the Comptroller.
See within - Note 1 to Rule 16. The words "vide rule 29"
occurring at the end may be omitted as it has
no reference to rule 29 but relates to the L.B. Rule
Rule 26. In the audit note of the Stores the Comptroller
has suggested that a Register of Deposits & Refunds
is necessary & that transactions in respect
of these items be brought on the cash book
Hence no 14. under Accounts may be added.

NOTE—Contn. sheet.

GPB—75,000—17-12-15

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | Med File No. 65 of 1916-17

13

Serial No.

Under no 3 of the Registers Vis "Bill Books" the ~~details~~ particulars of items such as Europe medicines, etc as formerly suggested by the Comptroller has to be added

Rule 31 It is proposed that the departmental inspection of the Stock has to be done by a Medical officer of the rank of a Surgeon in the month of May— It is a point for orders whether the Senior Surgeon himself or any deputed by him every year should attend to this work In the latter case, the words "deputed by the Senior Surgeon" will have to be inserted after "Surgeon"

Rule 38 The Comptroller suggested that all claims from firms should be passed by the Senior Surgeon but the rules as now drafted propose to delegate this power to the Supdt. This is a point for orders

This may remain.

Rule 40

Does not provide for the supply of medicine chests to the Touring Officers of the several Depts in respect of which the Senior Surgeon was requested to submit his proposals (Vide No 6379 Med 80-16) dt 2-4-17 in the linked file

Flag D in the Med 80-16.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

V25

G. R. S. III-2]

16

General and Revenue Secretariat.

File No. 65 of 1916-17

Serial No.

is is D
emphasize
his needless
caution.

Further the the rule lay down that no supplies to the public should be made under the general or Special orders of the Senior Surgeon and that amounts should not be allowed to be outstanding for more than 3 months. But once Supplies are made on credit the power to recover the amounts within 3 months does not rest with the Stores but All that the Stores can do is to take steps to recover the amounts within 3 months

Rule 41.

Medical stores is not a dispensary. It is not clear whether the officials should be permitted to be given medicines free of cost, when a staff no of dispensaries have been provided in Bangalore with all the precautions the safeguards there may a possibility of the concession being abused

KP

20/3/18 2. Draft letter to S. Surgeon on the following points.

When will the forecast be returned to the Med. Stores by the S. Surgeon - Rule 9.

Note 2 to Rule 16 is not clear. Will

Sub'd on 20/3/18 linked with med 80 of 17 & then separated as instructed on 22/3/18

28/3/18

Please put up the Madras Rules when received

Madras rules are not available Reference is invited to the 2nd para of the Notes under proposal (Senior Surgeon's letter) 4/5 dtd 2/4

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | Med File No. 65 of 1914-15

Serial No.

Yes

Calculated on the basis of medicines dispensed during the 3 months previous to the date of indent.

not articles required on indents by L.F. dispensaries be received in the Stores & supplies from there? What is the group of dispensaries meant by this group?

On what basis are the indents to be prepared by dispensaries & hospitals. A rule laying down the general principles is desirable.

Should not rule 58 be altered vesting the power of passing such bills in S. Surgeon?

How far privilege conceded by Rule 41 has been made use of and whether it need be continued. and whether if it is necessary to continue it it may not be done in a separate section to which issues will be made from time to time as to a dispensary, the Sub Asst Surgeon being in charge of it along with his other work

Sec 5/4/18

Draft put up as directed

KP 6/4/18.

Sec 8/4/18

19 2. To The Senior Surgeon - Letter No 5789 dt 11. 4. 18.

Requests him to furnish information on certain observations made on the draft rules referred to in 51 : 18.

NOTE—Contn. sheet.

G. R. S. III-2]

8357

General and Revenue Secretariat.

Med File No. 6 of 1914-15

Serial No. 20

25 From the Senior Surgeon, W.H. C.2558 24.12.18

Submits information on the points referred to in serial No. 19 relating to the draft rules for regulating the work of the Medical Stores.

26, The Comptroller has suggested that all claims from firms (European & Indian) in respect of articles supplied to the Medical Stores should be passed by the Senior Surgeon. The Senior Surgeon delegates the power to the Superintendent (vide item 4 of the above letter) orders are solicited on this point.

2) Instructions for orders as to which the draft rules may be referred with the modification proposed in para above

9.1.19

I think that this suggestion should be accepted

SMM

The Senior Surgeon maybe permitted to delegate this power to the Supdt Med Stores (S.S.'s) over his possible if he can

SMM

28 The modifications suggested by the S.S & Comptr. maybe embodied in the rules.

SMM

10.1.19

Chief Secy.

Yes. Please put up a draft rule & submit to Minister

CSY

NOTE—Contn. sheet.

WD A 1799—GPB—60,000—20-3-15—E.

SMM 2) Yes 7-1-19

G. R. S. III-2]

8357

17

General and Revenue Secretariat. | Insc. File No. 65 of 1914-15

Serial No.

Draft submitted

Dy
1.2.19
Temp. Member)

For appl. or orders
D. M. 6/2

The rules require revision vide slip.
D. M. 4/2

They are reversed
D. M. 5/2
&
29/1/19
7.2.19

Appd
W.H.S.
19/2

2

To The Surgeon
The Comptroller
No 9 1886-9 D 26.2.19. May I see
D. M. 15/3
the rules with slight
modifications -

13
27/2

1.3
PROTT
25 JAN 1919

NOTE—Contn. sheet.

WD A 1789—GPB—60,000

From,

The Senior Surgeon,
Mysore Govt., Bangalore.

To

The Secretary
to the Govt. of Mysore,
Genl. & Rev. Deptts,
Bangalore.

Dated 9 — 6 — 1915.

No. G. 532

Encls. 1 file

Subject.

Forwarding for approval draft rules to regulate the working of the Government Medical Stores.

2748

No. G. 532
Encls. 1 file

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore, June 9 1915 191

65-14-13
Rcd ~~26-4-15~~

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
Gen. and Rev. Depts, Bangalore.

Sir,

With reference to your letter No. 3472/Med.26-14 dated 31st October 1914, I have the honor to forward herewith draft rules to regulate the working of the Government Medical Stores, for favour of approval and to state that these rules are mostly based on the existing practice and do not seem to require any explanation.

I have the honor to be,
Sir,
Your most obedient servant,

T V Arumugum

Senior Surgeon.
RJ

Rpt L Dm. 8983

RULES FOR THE WORKING OF THE GOVERNMENT MEDICAL STORES, BANGALORE.

65-14-13

PURCHASES. 1. The purchase of articles in the Medical Stores shall be grouped under:-

A. Europe medicine including drugs, surgical instruments and appliances, and

B. Country medicines including articles that can be made or purchased locally, such as furniture, bedding and clothing, midwifery articles, etc.

EUROPE MEDICINES.

2 The Superintendent, Medical Stores, shall, in respect of Europe articles, prepare at the beginning of February every year, a forecast generally on the basis of the average of consumption in the preceding three years, of the quantity of drugs, instruments and other articles required for the ensuing period which shall for the purpose of calculation, be one of 18 months.

3. (a) The forecast being thus prepared, the Senior Surgeon in charge of the Medical Stores, who shall hereafter be called "Senior Surgeon," shall place himself in communication with the approved firms and take such other steps as may be necessary, before the end of March every year, to secure rates and terms most favourable to Government.

(b) In the matter of placing orders with the several firms that tender their rates, the Senior Surgeon need not necessarily be guided by the cheapness of the quotations but shall also take into account the quality of the articles and his decision in accepting the tender of any firm, shall be final.

4. On receipt of the consignments in the Medical Stores from the firms whose tenders are accepted in accordance with the foregoing rule, each article shall be examined by the Superintendent, who shall, in this work, be assisted by the Sub Assistant Surgeon on duty. Any deficiencies, discrepancies or losses on account of breakage or any other cause that may be observed during such examination shall without undue delay be brought to the notice of the Senior Surgeon.

936 Madras

5. As each consignment is checked, the Superintendent shall cause the necessary entries to be made immediately in the respective stock registers maintained in the Medical Stores.

Madras 682

Country medicines-

6. (a) The supply of country medicines shall also be regulated by annual contract, commencing from the month of January each year. Tenders shall be invited in the month of December and a notice to that effect shall be published with the necessary particulars in due time, in three successive issues of the Mysore Gazette.

655 Madras

The Senior Surgeon is fully competent to accept or reject any tender.

Madras 12

(b) Indents upon the Contractor or other Indian firms, scheduled in the appendix to Government Proceedings No. Fl. 2760-809 G.F. 214-10-88 dated 23rd December 1913, for articles not exceeding Rs 25/- in value, may be made by the Superintendent on his own responsibility. He shall obtain previous sanction of the Senior Surgeon when the value exceeds this sum.

Madras 94

(c) Rules 4 & 5 shall apply mutatis mutandis, to the receipt, checking and entry of country medicines also.

Distribution of stores.

7. The distribution of medicines and other articles in the Medical Stores shall be on annual indents from the institutions falling under the following four

groups

groups:-

(1) Special institutions
(2) Civil and minor hospitals
(3) Dispensaries
(4) Medical institutions maintained by other departments.

8. (a) Group (1) will comprise,-

(1) Victoria Hospital,
(2) Minto Ophthalmic Hospital,
(3) Maternity Hospital, Bangalore.
(4) -do- Robertsonpet.
(5) H.H. the Maharanee's Hospl. Mysore
(6) The General Hospital, Mysore.
(7) Lunatic Asylum, Bangalore.

(b) Group (2) will consist of,- Civil Hospitals at the District Head Quarters of Kolar, Tumkur, Hassan, Kadur, Shimoga & Chitaldrug and at Robertsonpet, K.G.Fields, and other minor institutions paid out of the State funds, such as,-

(1) Jail Hospitals - 2
(2) Palace Dispensary, Mysore - 1
(3) Infectious diseases Hospl. - 3
(4) Leper Asylum - 1
(5) Malleswaram & Basavangudi dispensaries in the City of Bangalore. 2

(c) Group (3) shall consist of dispensaries (including female dispensaries) maintained by District and Municipal Boards ~~Funds~~ at the District and Taluk head quarters and hoblies).

(d) Group (4) - Medical institutions maintained by other departments of the service out of their own funds, viz,- P.W. & Railway hospitals & dispensaries at Kannambadi, Sivasamudram, Yedatore, Hole Narsipur, Hassan, Bethamangala, Soldevanhalli and such others as may from time time be started and paid for by D.P.W. and Railway.
Dispensaries and Veterinary Hospitals of the Military Department.

NOTE.2 The indents of the hospitals and dispensaries falling under this group, shall be forwarded to approved English or Indian firms, and supply arranged for.

9. Supply of anti-Plague serum and other inoculating materials and disinfectants shall also be made from the Medical Stores, to the Health Officers and special inoculating officers, appointed from time to time.

10. Institutions may in special cases obtain extra supplies from the Medical Stores, the necessity in each case being fully explained.

941

9.23d
9 30

11. Indents shall be received at the Medical Stores on dates fixed in the case of each institution as shown below,-

1st January-
1. Victoria Hospital, Bangalore.
2. Maternity Hospital, "
3. Central Jail " "
4. Lunatic Asylum "
5. Minto Ophthalmic Hospl."
6. Epidemic Diseases Hospital, Bangalore.
7. Head Quarters Establishment, "
8. General Hospital, Mysore.
9. Palace Dispensary, "
10. Isolation Hospital "
11. Civil Hospital, Kolar.
12. " K.G. Fields.
13. Maternity Hospital "
14. Female Dispensary, "
15. Contagious Diseases Hospl., K.G.Fds.
16. Civil Hospital, Shimoga.
17. " Chickamagaloor.
18. " Tumkur
19. " Hassan
20. " Chitaldrug.

1st May- Dispensaries in the Districts of Bangalore and Mysore, including the Jail Hospital and H.H. the Maharanee's Hospital in the City of Mysore.. 43

1st July- Medical institutions maintained by other departments falling under group (d) - vide Rule 8 supra.

1st August- Dispensaries in the Districts of Kolar, Kadur and Shimoga.. .. 43

1st November- Dispensaries in the Districts of Tumkur, Hassan and Chitaldrug .. 32

These indents will be checked and supplies arranged according to the programme drawn up in the Medical Stors under Rule 16 infra.

NOTE:- On July every year hospitals and dispensaries maintained by other departments will send their indents to the Medical Stores for necessary arrangements being made for the supply of medicines from the approved English or Indian firms..

927(5)

12. As each indent is received it shall be checked and scrutinised by the Superintendent and submitted to the Senior Surgeon for sanction. Indents from Local Fund and minor institutions may be passed by the Superintendent under the general orders of the Senior Surgeon.

note under art 930

13. As soon as the indents are passed, the Superintendent shall arrange for the quick despatch of the supplies to the several hospitals and dispensaries.

930

14. The weighing, measuring and packing of the articles for despatch shall be done under the personal supervision of the Superintendent.

15. Each package shall contain a certificate under the signature of the Superintendent vouching to the correctness of the contents.

16. In order that the supply according to the indents may not be unnecessarily delayed in the Medical Stores, the Superintendent shall prepare a programme to regulate the supply according to the due dates specified in a list maintained for that purpose in the Medical Stores.

17. As each indent is complied with, the issues shall be recorded in the stock books of the Medical Stores, and the Superintendent shall be personally responsible for the correctness of these entries.

ACCOUNTS

18. The following books shall be maintained in the Medical Stores.-

(a) Stock-section-

680

(1) Stock books of receipts 3
(1 for Europe medicines
1 for Country medicines, and
1 for instruments and appliances.)
(2) Stock books of issues ... 3
(similar to the above.)
(3) Invoice books
(4) Contractor's indent and receipt book.
(5) Registers of unserviceable articles.
(6) Register of repaired articles.
(7) Register of superfluous serviceable articles.
(8) Goods consignment and gate pass books.

(b)

(25)

(b) Account-section.-

(1) Cash book.
(2) Contingent registers.
(3) Bill books.
(4) Counterfoil receipt book for money received
(5) Stationery registers.
(6) Invoice book for forms and registers supplied from the Medical Stores

19
16. The Superintendent shall be held primarily responsible for the correct and regular maintenance of all the books named above, and nothing shall prevent him from opening subsidiary books from time to time, if found necessary

20
17. The cash book shall be written up by the Superintendent in his own hand and he shall be responsible for accounting for all the transactions in the medical stores.

ESTABLISHMENT.

21
18 In his duties, the Superintendent shall be assisted by the following staff

(a) Stock-section.-

1 Sub Assistant Surgeon.
2 Compounders
3 Lascars
3 Packers
2 Peons.

(b) Clerical & Account-section.-

1 Head Clerk
2 Accountants
1 Peon.

GENERAL.

22
19. Stock-taking.- The Superintendent shall take stock of the drugs and other articles of the Medical Stores as often as is possible, but he shall invariably attend to this important work once every year about the middle of March, when the stock on hand is expected to be low. He shall make a report of the result of such examination to the Senior Surgeon by the 15th April every year

23. Audit and inspection:- There will be an annual audit of the accounts by an auditor deputed for the purpose, by the Comptroller.

24. There shall also be an independent departmental inspection

inspection of the stock, annually in the month of May, by a Medical Officer of the rank of a Surgeon, who shall submit to the Senior Surgeon with the Government of Mysore, a report in the prescribed form as per Government Order No. 6563-4 Med. 41-13-2 dated 29th December 1913.

25. The several medical institutions shall send to the Medical Stores annually in the month of January, return of surgical instruments and appliances. Such a return will also be submitted to the Medical Stores whenever there is a change in the personnel of the Medical Officers and subordinates in charge of hospitals and dispensaries. It shall be the duty of the Superintendent to check all such returns and submit for the orders of the Senior Surgeon instances of a serious nature.

CORRESPONDENCE. 26. The Superintendent shall address communications to the heads of different medical institutions in all matters relating to routine. Communications involving points of doubts, delicacy and importance, as also letters to heads of departments and foreign firms, shall be signed by the Senior Surgeon.

27. All contingent bills and all bills of firms requiring adjustments and all Treasury bills shall be signed or countersigned as the case may be, by the Senior Surgeon or by his Personal Assistant.

28. All claims from firms (Europe and Indian) in respect of articles supplied to the Medical Stores shall be passed by the Senior Surgeon. Before submitting such bills for Senior Surgeon's sanction, the Superintendent shall exercise such scrutiny as each bill may require

29. ~~In respect of~~ Country medicines ~~supplied to~~ the Local Fund Dispensaries, ~~from~~ the Medical Stores, ~~bills~~ in duplicate, duly countersigned by the Medical Officers in charge of the dispensaries concerned, ~~shall be sent to~~ the Presidents of the District Boards concerned, for adjustment.

DISPOSAL OF ARTICLES RETURNED TO THE MEDICAL STORES.

30. The Superintendent shall, with the previous permission of the Senior Surgeon, arrange for the repairs of all instruments and appliances that are returned to the Medical Stores, for the purpose, from the several hospitals and dispensaries, from time to time. But previous to sending such articles to the Medical Stores, the Medical Officers concerned shall submit lists in the prescribed form, of such articles, in duplicate, and obtain ~~previous~~ the sanction of the Senior Surgeon.

31. All useless and unserviceable articles at the Medical Stores shall be disposed of by public auction as often as is necessary and the sale proceeds credited to Government.

SUPERVISION AND DISCIPLINE.

32. The Superintendent will be personally responsible for the safe custody of all the medicines and other articles and for the correct receipt and issue thereof in the Medical Stores. He shall adopt all possible means to guard against wastage and loss in the Stores.

33. The Superintendent shall also be responsible for the discipline in the Medical Stores and he shall, in view to secure greatest efficiency in the administration of the Medical Stores, introduce, with the previous sanction of the Senior Surgeon, such improvements, as he may consider necessary

34. The Personal Assistant to the Senior Surgeon shall exercise such check as is needed from time to time to maintain the efficiency of the Stores Department, and under the general orders of the Senior Surgeon.

35. It shall be one of his duties to check the several registers maintained in the Medical Stores both in the Stock and Account sections. He shall attest regularly all disbursements after scrutinising each payment and check the cash balance at least once in a month and certify as to its correctness in the cash book after each

each such examination.

36. The Personal Assistant shall also visit the Medical Stores occasionally but not less than twice a week in order to satisfy himself, on behalf of the Senior Surgeon, that these rules are adhered to. He shall bring to the notice of the Senior Surgeon important cases of remissness or derilictions of duty on the part of the staff in the Medical Stores.

37. The working hours of the Medical Stores shall ordinarily be from 11 A.M. to 5 P.M. The Senior Surgeon may modify these working hours, if he deems that such a change is necessary in the interest of the Stores work.

D V Cunningham

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V

Secs. 136-14

29

G. R. S. 26]

SUBJECT Re: draft rules to regulate the working of the Govt. Medical Stores.

Diary No. of letter replied to 7548

General and Revenue Secretariat

(Med)

the 191 .

Date of issue 22.6.15.

Signed by Dr. G. Srinivasa Iyer

Section Med

File No. 65-14

Serial No. 14

No. 10490
Med 65-14-14 22.6.15.

To

The Senior Surgeon.

His letter no: G 532 of the 9th June '15 submitting for the approval of Govt a set of draft rules to regulate the working of the Govt Medical Stores.

With reference to the above, has the honour to request that Senior Surgeon to be so good as to forward a Statement showing ~~the~~ which of the powers now

over.

exercised by the Senior Surgeon are proposed to be delegated to the Superintendent of the Medical Stores, the No: & date of the Govt order or other authority under which the said powers are now vested in the Senior Surgeon and the paragraphs in the draft rules relating to the delegation of the powers to the Superintendent

2. The Senior Surgeon is requested to state whether the Comptroller has agreed to arrange to depute an accountant of his office every year to audit the Accounts of the Medical Stores (Vide para 23 of the draft rules) and why a triennial audit by a gazetted officer has not been provided for in the draft rules, as suggested in this office letter No. 3472-M.D.26-14 dt 31st Oct 14.

3. A parsed draft of the rules may be submitted indicating in the margin against each para the Rule or authority if any on which the rule is based.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-11

By order

Ex 17/6

Adm-41
18.6.15 for Offg Secy

From

The Senior Surgeon,
Mysore Govt., Bangalore.

To

The Secretary
to the Govt. of Mysore,
General Deptt.,
Bangalore.

Dated 6-7-1915.

No. G. 6

Encls.

Subject.

Regarding the powers proposed to be delegated to the Superintendent of the Govt. Medical Stores

D59

Med 65-14-15

No. G.6
Encls.

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore, July - 6 1915 191

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
Gen. and Rev. Deptts, Bangalore.

Sir,

In reply to your docket No. 10490 Med. 65-14-14 dated 22nd June 1915 calling for a statement showing the powers proposed to be delegated to the Superintendent of the Medical Stores, &c., I have the honor to state that, as my proposal to relieve the Senior Surgeon of the charge of the Medical Stores and the Lunatic Asylum has not met with the approval of Government, for reasons given in your letter No. 3473 Med. 26-14 dated 31-10-14, I have found it necessary in the framing of the draft rules under advertance, to keep in view the final responsibility of the Senior Surgeon in all matters relating to the working of the Stores, and there has been practically no formal delegation of powers to the Superintendent. The rules as stated by me already, are based upon existing practice and seem to be satisfactory as a working basis. There exist no Government orders or other authority by which the practice has been determined in the past, in each case.

2. As regards the annual audits, the Comptroller has been deputing an Auditor regularly every year, to audit the accounts of the Medical Stores, a formal requisition from the Medical Stores to the Comptroller, being all that is necessary to start the annual audits.

It

It is presumed that the Comptroller's auditor always conducts the audit under the general supervision of an Assistant Comptroller. Besides, the wording of Rule 23 is general, leaving the Comptroller free to depute either an Assistant Accountant or a gazetted officer of his department.

3. Should the Government deem it necessary to make the matters explicit, I request that the following may kindly be substituted for draft rule 23:

"There will be an annual audit of the accounts by an Accountant and a triennial audit of the same by a gazetted officer, to be deputed by the Comptroller."

4. As it has not been found necessary to make any other modifications in the rules, another draft has not been submitted.

I have the honor to be,

Sir,

Your most obedient servant,

Senior Surgeon.

M. 26/14

S I -14

G. R. S. 26]

SUBJECT Calls for copies of publications containing rules relating to the working of the Med Stores in Madras & Bombay.

Diary No. of letter replied to 7548-14

Section Med
File No. 65-14
Serial No. 16

General and Revenue Secretariat
(Med)
the 191

No. 3937
Med 65-14-16
dy 29.11.15

Date of issue 29.11.15

To The Senior Surgeon

Signed by Mr M.E. Ramachandra Rao

His letter no. G 532 dy the 9th June '15 forwarding for appl of Govt a set of draft rules regulating the working of the Govt Med Stores, Bangalore.

With refce to the above, has the honour to request the Senior Surgeon to be so good as to forward copies of publications containing Similar

over.

or Corresponding rules relating to the Medical Stores at Bombay and Madras, the Same being obtained by a reference, if necessary, to the Surgeons Generals of the respective governments.

By order

MSA
24.11.15

for Secy to Govt
MM Genl Depts

Rdm-39
24.11.15

List of enclosures.

Copied by

Examined by

GPE—20,000—14-2-14

7/1 S 91-15 +

G. R. S. 26]

SUBJECT Calling for a revised draft of the rules for regulating the working of the Govt Medl Stores, Bangalore.

Diary No. of letter replied to 59

General and Revenue Secretariat
(Medl)
, *the* 191 .

Date of issue 12.1.16.

Signed by Mr A. V. Ramanathan

Section Med
File No. 65-14
Serial No. 17

&
No. 5093
Med 65-14-17 9/12.1.16.

To The Senior Surgeon

Sir,

In continuation of this Office Docket No: 3937 of the 29th November 15, I am directed to forward herewith for the accompanying copy of the note by the Comptroller on the draft rules for regulating the working of the Govt Medical Stores, Bangalore, and to request you to be so good as to forward for the orders of Govt, a

over.

× Pages 6 to 11 of the notes to be copied.

11/1/16.

Revised draft of the rules embodying therein the Suggestions of the Comptroller and adopting the changes proposed by him in respect of some of the rules, together with Copies of the rules relating to the Medical Stores at Madras & Bombay called for in the Docket above referred to.

By order

Mbr 5/1/16

For Secy to Govt, Rev: depts

Mbr Dr ch. Genl depts

Bm-39
31-12-15

List of enclosures.

Copied by

Examined by MR

GPB—20,000—14-2-14

From

The Senior Surgeon,

Mysore Govt., Bangalore.

To

The Secretary

to the Govt. of Mysore,

Deptt.,

Bangalore.

Dated 14.3.1918. 10764

No. G. C. 75-3

Encls. 1

Subject.

Submitting revised draft of the rules for the working of the Government Medical Stores.

No. G. C. 75-3
Encls. -1

Office of the Senior Surgeon, Mysore Govt.,

Dated, Bangalore, 14 - 3 1918

med 65-14-18

D 2239

From

Rajakarya Pravina

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,

Senior Surgeon with the Government of

H. H. the Maharaja of Mysore, Bangalore.

To

Chief
The Secretary to the Government of

H. H. the Maharaja of Mysore,

~~Depty~~, Bangalore.

Sir,

With reference to letter No. 5093-Med.65-14-17, dated, 12th ~~January~~ ~~1916~~ Dec/1916, I have the honor to submit herewith a revised draft of the Rules for the working of the Government Medical Stores, Bangalore, embodying therein the suggestions made in the Comptroller's Note and such other changes as have been rendered necessary by the orders of Government, regarding the calling of tenders, the appointment of a Superintendent for the direct charge of the Stores.

As regards rules relating to the working of the Medical Stores at Madras and Bombay, I have been informed that copies of the rules cannot be furnished.

I have the honor to be,

Sir,

Your most obedient servant,

T. V. Arumugum

Senior Surgeon.

RULES FOR THE WORKING OF THE GOVERNMENT MEDICAL STORES, BANGALORE.

-----oOo-----

Scope and organization.

1. The Government Medical Stores, Bangalore, is mainly intended to meet the requirements of the Medical Institutions under the administrative control of the Senior Surgeon with the Govt. yellows.

2. The Medical Stores is in direct charge of a Medical Officer styled the Superintendent, Medical Stores, who will be under the administrative control of the Senior Surgeon.

3. The Superintendent will have the following staff to help him in conducting the work in the Medical Stores:

(a) Stock-section. -

1 Sub Assistant Surgeon.
2 Compounders
3 Lascars
~~3~~ Packers
~~8~~ Peons

(b) Clerical & Account-section.-

1 Head Clerk
2 Accountants
1 Peon

Working hours

4. The working hours shall ordinarily be from 11 A. M. to 5 P.M.

5. The Superintendent will be personally responsible for the safe custody of all the medicines and other articles and for the correct receipt and issue ~~thereof~~ in the Medical Stores and for guarding against wastage and loss.

6. The Superintendent shall also be responsible for the discipline in the Medical Stores, and he shall, in view to secure greatest efficiency in the administration of the Medical Stores, introduce, with the previous sanction of the Senior Surgeon, such improvements, as may be found necessary.

7. The purchase of articles in the Medical Stores shall be grouped under:-

(4)

A. Europe medicines including drugs, surgical, instruments and appliances, and

PURCHASES.

B. Country medicines, including articles that can be made or purchased locally, such as furniture, bedding and clothing, midwifery articles, etc.

Europe edicines.-

8. (The Superintendent, ~~Medical Stores, shall~~, In respect of Europe articles ~~prepare~~ will at the beginning of February every year, ~~a forecast generally~~ prepare on the basis of the average of consumption in the preceding three years a general forecast of the quantity of drugs, instruments and other articles required for the ensuing period which shall for the purpose of calculation be one of 18 months.

(And with due regard to the stocks on hand

9. The forecast ~~thus prepared~~ will be submitted to the Senior Surgeon for approval and will be returned by him before the end of Feb.

10. On receipt of the Senior Surgeon's approval, the Superintendent will at-once place himself in communication with approved foreign firms, ~~and~~ obtain quotations, and submit the same with ~~a comparative statement and~~ his ~~own~~ opinion to the Senior Surgeon for obtaining the orders of Government.

11. The tenders will be disposed of in accordance with the orders of Government which shall be final.

Stock

13 ~~12.~~ On receipt of the consignments ~~in the Medical Stores~~ from the firms whose tenders are accepted ~~in accordance with the foregoing rules~~ rule, each article will ~~shall~~ be examined by the Superintendent ~~who shall, in this work, be~~ with the assistance ~~of~~ the Sub Assistant Surgeon on duty. Any ~~breakage~~ deficiencies, discrepancies or losses on account of breakage or any other cause that may be observed during such examination shall ~~without further delay~~ delay be brought to the notice of the Senior Surgeon without

14. ~~13.~~ At the ~~same~~ time each consignment is checked ~~the Superintendent shall cause the necessary~~ entries ~~of receipt~~ will be made in the respective stock registers maintained in the ~~Medical~~ Stores.

Country Medicines 12. ~~14.~~ (a) The supply of country medicines and other articles

(42

articles of local purchase ~~shall also~~ will be regulated by annual contract, commencing from the month of January each year. Tenders shall be invited under the ~~purchase~~ rules for purchase of articles sanctioned by Government and a notice to that effect ~~shall be~~ published with the necessary particulars in due time, in three successive issues of the Mysore Gazette.

Country Medicines.

(b) In case the total value exceeds Rs. 10000/-, and the matter has to be submitted to ~~the~~ Government, the tenders will be submitted by the Superintendent with a comparative statement to the Senior Surgeon in sufficient time to enable him to forward ~~the same~~ them with his recommendation to Government by the 1st December ~~1918~~ each year. When the value is less than Rs. 10000/-, the Senior Surgeon is competent to decide the case.

(c) Indents upon the Contractor or other Indian firms scheduled in the appendix to Government Proceedings No. Fl.2760-809-G.F.214-10-88, dated, 23rd December 1913, for articles not exceeding Rs. 25/- in value, may be made by the Superintendent on his own responsibility. He shall obtain previous sanction of the Senior Surgeon when the value exceeds this sum.

(d) Rules 12 and 13 shall apply mutatis mutandis, to the receipt, checking and entry of country medicines also.

Distribution of Stores. Indents.

15. The distribution of medicines and other articles in the Medical Stores shall be on annual indents received from the institutions falling under the following four groups:-

(1) Special institutions
(2) Civil and minor hospitals
(3) Local Fund dispensaries
(4) Medical institutions maintained by other departments.

16. (a) Group (1) will comprise,- 16

(1) The Victoria Hospital.
(2) The Minto Ophthalmic Hospital
(3) The Maternity Hospital, Bangalore
(4) -do- Robertsonpet
(5) The Vani Vilas Hospital, Mysore.
(6) The General Hospital, Mysore.
(7) The Lunatic Asylum, Bangalore.

(b)

(43

(b) Group (2) will consist of, the Civil Hospitals at the District Head Quarters of Kolar, Tumkur, Hassan, Kadur, Shimoga and Chitaldroog and at Robertsonpet, Kolar Gold Fields, and other minor institutions paid out of the State Funds such as,-

(1) The Jail Hospitals	- 2
(2) The Palace Dispensary, Mysore	- 1
(3) The Infectious diseases Hospital	- 3
(4) The Leper Asylum	- 1
(5) The Malleswaram & Basavangudi dispensaries in the city of Bangalore	- 2.

(c) Group (3) shall consist of dispensaries (including female dispensaries) maintained by contributions from District and Municipal Boards.

(d) Group (4) - Medical institutions maintained by other departments of the service, out of their own funds, viz,-P.W.& Railways hospitals and dispensaries at Kannambadi, Sivasamudram, Yedatore, Hole Narsipur, Hassan, Bethamangala, Soledevanhalli and such others as may from time to time be started and paid for by the P.W.D. & the Railway Dept.

Dispensaries and Veterinary Hospitals of the Military Department.

17. ~~NOTE.1~~ Europe medicines and instruments are supplied to Local Fund dispensaries entirely at Government cost, while the cost of country medicines and other articles of local purchase is recovered from them on submission of bills, vide rule 29.

18 ~~NOTE 2~~ The indents of the hospitals and dispensaries falling under this group (a) shall be forwarded to approved English or Indian firms, and supplies arranged for.

19. Supply of anti-plague serum and other inoculating materials and disinfectants shall also be made from the Medical Stores to Health Officers and the Special Inoculating Officers appointed from time to time.

20 18. Institutions may in special cases obtain extra supplies from the Medical Stores, the necessity in each case being fully explained.

19. Indents shall be received at the Medical Stores on

(44

on dates fixed in the case of each institution as shown below,-

1st January-
1. Victoria Hospital, Bangalore.
2. Maternity Hospital, "
3. Central Jail " "
4. Lunatic Asylum, "
5. Minto Ophthalmic Hospital, Bangalore.
6. Epidemic Diseases Hospital, Bangalore.
7. Head Quarters Establishment, "
8. General Hospital, Mysore.
9. Vani Vilas Hospital, Mysore.
10. Isolation Hospital, "
11. Civil Hospital, Kolar.
12. -Do- K.G. Fields.
13. Maternity Hospital "
14. Female Dispensary "
15. Contagious Diseases Hospl., K.G. Fields.
16. Civil Hospital, Shimoga.
17. -Do- Chickmaglur.
18. -Do- Tumkur.
19. -Do- Hassan.
20. -Do- Chitaldroog.
21. Palace Dispensary, Mysore.

1st May- Dispensaries in the Districts of Bangalore and Mysore, including the Jail Hospital in the City of Mysore. ...

1st July- Medical institutions maintained by other departments falling under group (d) - vide Rule 16 supra.

1st August- Dispensaries in the Districts of Kolar, Kadur and Shimoga.

1st November- Dispensaries in the Districts of Tumkur, Hassan and Chitaldroog.

These indents will be checked and supplied arranged according to the programme drawn up in the Medical Store under Rule 24 infra.

ii Supply

22. Every indent received in the Stores shall be checked and scrutinised by the Superintendent before it it is complied with. Where any extravagance is noted the case will be submitted to the Senior Surgeon for orders.

23. As soon as indents are passed, the Superintendent shall arrange for the quick despatch of the supplies to the several hospitals and dispensaries.

24. The Superintendent will see that the weighing, measuring and packing of articles for despatch are done under proper supervision.

25. Each package shall contain a certificate under

the

(45

the signature of the Superintendent vouching to the correctness of the contents.

24. In order that indents may not be unnecessarily delayed in the Medical Stores, the Superintendent shall prepare a programme to regulate the supply of articles, as ~~according to~~ in time. The programme should be strictly adhered to. ~~the due dates specified in a list maintained for that purpose in the Medical Stores.~~

25. As each indent is complied with, the issues shall be recorded in the stock books of the Medical Stores and the Superintendent shall be personally responsible for the correctness of these entries.

Books of Accounts.

26. The following books shall be maintained in the Medical Stores:-

(a) Stock-section.

(1) Stock books of receipts
(1 for Europe medicines
1 for Country medicines &
1 for instruments and appliances)

(2) Stock books of issues
(Similar to the above)

(3) Invoice Books.

(4) Contractor's indent and receipt books.

(5) Registers of unserviceable articles.

(6) Register of repaired articles.

(7) Register of superfluous serviceable articles.

(8) Goods consignment and gate pass books.

(9) File of acknowledgments for articles despatched.

(10) File of indents.

(11) File of tenders.

(12) Receipt book of articles returned by hospitals.

(b) Account-section.

(1) Cash book.

(2) Contingent registers

(a) Europe medicines and country medicines &c for all dispensaries other

(46

than Local Fund Dispensaries.

(b) Country medicines &c of Local Fund Dispensaires.

(c) Supplies made in connection with plague preventive measures

(3) Bill books. (a) [illegible] (c) L.F. Charges

(4) Bill book of articles supplied on payment.

(5) Counterfoil receipt book for money received.

(6) Stationery registers

(7) Invoice book for forms and registers supplied from the Medical Stores.

(8) Register showing the recovery of value of articles damaged or lost.

(9) Acquittance roll

(10) Remittance register.

(11) Postage and stamp account.

(12) Service books of the employees of stores.

(13) Office Order Book.

14. Receipts of Deposits & Refunds. 29 22. The Superintendent shall be held primarily responsible ~~for~~ for the correct and regular maintenance of all the books named above, and nothing shall prevent him from He may opening subsidiary books from time to time, if found necessary.

The Cash book. 30 28. The cash book shall be written up by the Superintendent in his own hand and he shall be responsible for accounting for all the transanctions in the medical stores. A balance statement ~~will~~ be prepared each month at its close giving details for the sums remaining with the Superintendent and of the items of expenditure incurred but not yet recouped.

Permanent advance. 31 39. For the purpose of meeting payments which cannot be put off till money is drawn from the Treasury, and for other petty purchases, a sum of Rs. 200/- is allowed to the stores and kept by Superintendent who shall be personally responsible to account for the same.

Stock-taking ~~and~~ Inspection Report. 32 30. The Superintendent shall take stock of the drugs and

(47)

and other articles of the Medical Stores as often as is possible, but he shall invariably attend to this important work do so at least once every year about the middle of March when the stock on hand is expected to be low. He shall make a report of the result of such examination to the Senior Surgeon by the 15th April every year.

35 32. There shall also be an independent departmental inspection of the stock, annually in the month of May, by a Medical Officer of the rank of a Surgeon, deputed by the Senior Surgeon who shall submit to the Senior Surgeon with the Government of Mysore a report in the ~~prescribed~~ form ~~as per~~ prescribed in Government Order No. 6563-4-Med. 41-13-2, dated, 29th December 1913.

Audit of Accounts.

34 33. In addition to the audit of vouchers in the Central office of the Comptroller, there will be an annual audit of the accounts and registers of the Medical Stores by an auditor and a triennial audit of the same by a Gazetted Officer of the Local Audit Department to be deputed by the Comptroller- and ~~or~~ the audit note in each case will, with the remarks of the Senior Surgeon, be submitted to Government for orders.

Return of appliances &c.

35 ~~33~~. The ~~several~~ medical institutions mentioned in Rule 19 shall send to the Medical Stores annually every year in the month of January a return of surgical instruments and appliances held in stores at the close of the year. Such a return will also be submitted to the ~~Medical Stores~~ with the annual return and whenever there is a change in the personnel of the Medical Officers and Subordinates in charge of hospitals and dispensaries. It shall be the duty of the Superintendent to check all such returns ~~xxxx

previous to sending such articles to the Medical Stores the Medical Officers concerned shall submit firsts in duplicate in the prescribed form of such articles, in duplicate, and obtain the sanction of the Senior Surgeon to despatch them for repair.

Unserviceable articles

35. All useless and unserviceable articles at the Medical Stores shall be disposed of by public auction as often as is necessary and the sale proceeds credited to Government.

Power & responsibilities of Superintendent

36. The Superintendent will correspond direct with the heads of different medical institutions with Indian and Foreign Firms and with such other departments having transactions with the Medical Stores, in all matters relating to routine. Communications involving points of doubt, delicacy or importance, shall be sent through the Senior Surgeon.

37. The Superintendent, as the drawing officer, will sign all contingent bills and all bills of firms requiring adjustment and all Treasury bills.

Bills

38. All claims from firms (Europe or Indian) in respect of articles supplied to the Medical Stores shall be properly scrutinized by the Superintendent who will also certify in each case that the articles for which claims have been preferred have all been properly received and brought to stock.

39. In respect of country medicines and articles of bedding and clothing &c required for Local Fund Dispensaries which are obtained by the Medical Stores, out of Government funds placed at the credit of the Senior Surgeon, bills in duplicate will be made out by the Stores and sent duly countersigned by the Medical Officers in charge of the dispensaries concerned, to the Presidents of the District or Municipal Boards concerned, for payment by the issue of cheques in favour of the treasury officers for credit to the Medical Department in the Treasury Accounts.

40. No medicines or other articles shall be sold to the

(69)

the outside public whether Government Officers or others except under the general or special orders of the Senior Surgeon/and no article shall generally be sold for credit. The cost of all articles, sold on credit under orders from the S. Surgeon/will be promptly recovered by the submission of bills. Amounts should in no case be allowed to be outstanding for more than three months.

41. Medicines required for the treatment of officials employed in the Stores may be issued free of cost, but care should be taken to see that undue advantage is not taken of this concession which will not apply to the families of such employees. A register should be maintained in the stores to show the names of employees to whom medicines are issued free of cost and the quantity issued. (Vide Government Order No. 1846-7 Med. 108-10-2, dated, 24th August 1910.)

Senior Surgeon.

G. R. S. VI—G/321

Sno 27-17

SUBJECT..... Draft Rules for the working of the Medical Store

Diary No. of letter replied to... 5789

Section Med

File No. 65/14

Serial No. 19

GENERAL AND REVENUE SECRETARIAT

( )

, the 191

No. 5789 Dated 11.4.18
Med 65-14-19.

Date of issue 11.4.18

Signed by Wm M. Venkatesalu

To

The Senior Surgeon in Mysore

Sir,

With reference to your letter No Q C 75-3 dated 14th March 1918 forwarding for approval draft rules for the ~~work~~ regulating the work in the Govt medical Stores, I am directed to request you to be so good as to furnish information on the following observations

over.

(1) When can the forecast referred to by the Senior Surgeon in rule 9 be returned to the Superintendent after approval?

(2) Whether Will the articles required on tenders by L.D. dispensaries will not be received in the Stores and Supplied from there? and to What is meant are the dispensaries by the are referred to by the words 'this group' in note 2 to Rule 16?

(3) Whether May not a rule laying down the general principles of Calculating the data for the preparation of indents by individual institutions is not desirable be added? If yes draft of a rule may kindly be sent.

(4) Whether Did not necessary to alter rule 38 should not be altered so as to vest the power of passing bills in the Senior Surgeon as suggested by the Comptroller?

(5) How far the privilege conceded by rule 41 has been made use of till now? And whether it Need be Continued now and if yes whether arrangements can be made for the Competing units by making arrangements for the issue of requisitions in a separate Section to which supplies will be made to a dispensary, the Sub Asst Surgeon Incharge of it in addition to his other work

List of enclosures.

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Med

18494

From

The Senior Surgeon
with the Govt. of Mysore,
Bangalore.

To

The Chief Secretary to
the Government of Mysore,
Dept., Bangalore.

Dated 24-12-1918

No. G.C. 75-5 of 17-18. Ch Sects Offy

Encls. 25 DEC 1918

Subject.

Furnishing information on certain points in connection with the draft rules for regulating the work of the Medical Stores.

No. G.C.75-5 917-18 Office of the Senior Surgeon, Mysore Govt.
Encls. Dated Bangalore, 24-12-1918

From

Rajakarya Pravina Rao Bahadur
T. V. Armugam Mudaliar, Esq., M.B., C.M.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To
C.S.Balasundaram Iyer, Esqr., B.A
Chief Secretary to the Government of
H. H. the Maharaja of Mysore,
Department, Bangalore.

Sir,

With reference to your letter No.5789 Med 65-14 -19, dated, 11-4-1918, requesting me to furnish information on certain points in connection with the draft rules for regulating the work of the Medical Stores, I have the honor to state as follows :-

(1) The forecast of Europe medicines could be returned to the Superintendent within a week's time, after approval by the Senior Surgeon.

(2) Local Fund Dispensaries will receive the article required by them, on annual indents or special indents, from the Medical Stores. The words "this group" in note 2 to rule 16 refers to institution maintained by other Departments. For the words "this group" please read "group (d)".

(3) The headings in the several columns of the prescribed form of indent are clear and too well understood to need any separate rule laying down the principle of calculating the requirements for preparing the indent. A sample form is enclosed.

(4) The Superintendent is a sufficiently responsible officer and he alone is the officer most competent to see that the bills are in order and that the amounts shown in

the

the bills are for articles actually supplied and brought into the stock book and a certificate to that effect signed by the Superintendent ought to serve as a sufficient guarantee to the genuineness of the claim represented in the bill. No special purpose appears to be served by making the Senior Surgeon to pass the bill.

(5) There appears to be no necessity to show any special concession to the staff of the stores in the shape of free supply of medicines for bona-fide personal use. They may, like officials of other Government Institutes, obtain treatment at any of the branch dispensaries in the City. Rule 41 may be omitted and Government Order No.1846 -7 Med 68 108-10-2, dated, 24-8-10 withdrawn.

I have the honor to be,

Sir,

Your most obedient servant,

Senior Surgeon.

17/2

G.R.S. VI-71]

SUBJECT.....

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.....

Diary No. of letter replied to.....

Section Med
File No. 65-14
Serial No. 21

General and Revenue Secretariat
(Medical)

Proceedings of the Government of
His Highness the Maharaja of Mysore.

the *191*

Date of issue 26/2/19

Signed by M. P. M.

Read—Letter from the Surgeon with the H.E.F.S. dated the 24 December 1918, from the Senior Surgeon, submitting draft rules to regulate the working of the Govt. Medical Stores.

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

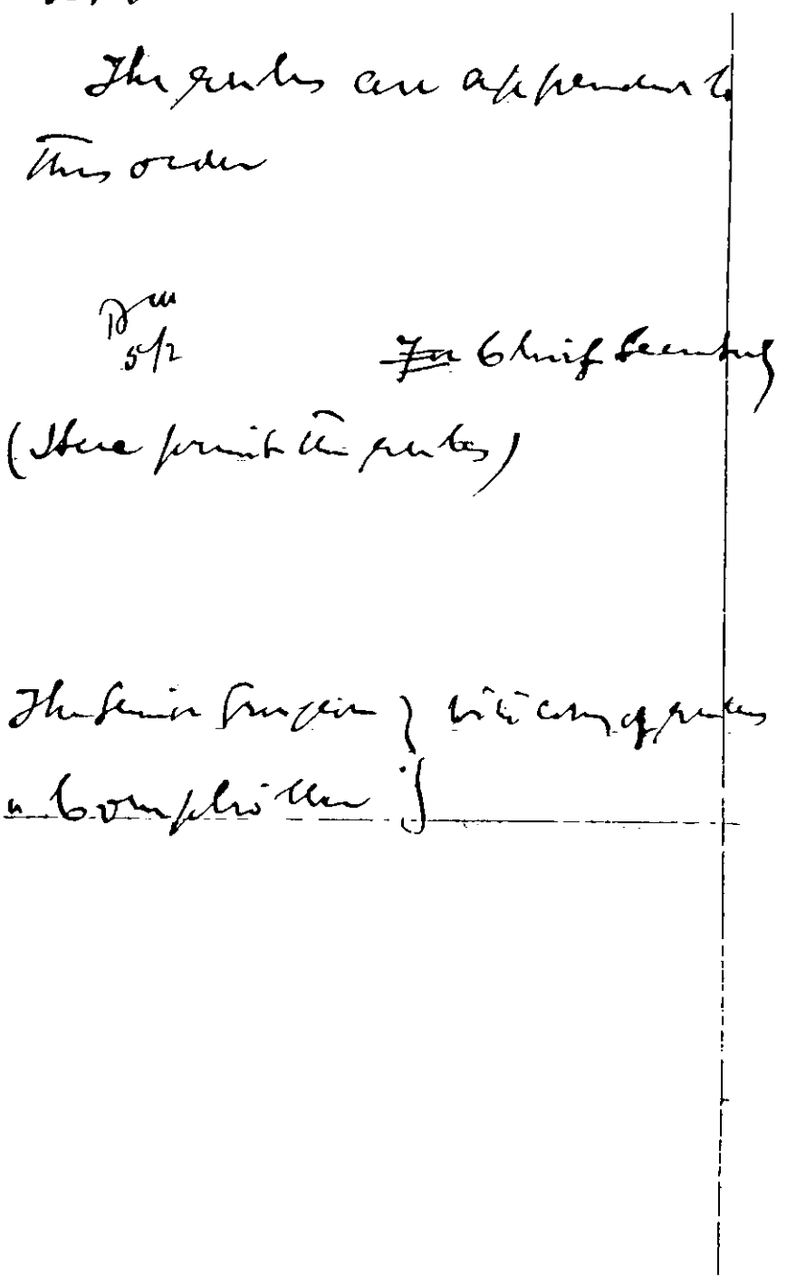
vi published in the Gazette Kannada part?

Order ~~Thereon~~— No. G 15688-9 with Rules.

The rules, received from the Senior Surgeon are slightly modified and

over.

Approved
14/2



List of enclosures.

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